



CITY OF COMMERCE AGENDA REPORT

TO: Honorable City Council **Item No. _____**

FROM: City Administrator

SUBJECT: Reorganization of the Department of Administrative Services

MEETING DATE: May 15, 2018

RECOMMENDATION

Direct staff to implement proposed changes as it relates to the reorganization of the Department of Administrative Services by creating a new full time position and merging the responsibilities of a vacant part-time position in the same department.

BACKGROUND

The Director of Administrative Services and City Clerk proposes a reorganization of the department to improve efficiency and effectiveness. Currently, the Administration Department has a vacancy of a part-time (20 hours per week) Senior Office Assistant position. The Senior Office Assistant in the Public Information Office is a part-time position at 32 hours a week. The City desires to reorganize the current structure by combining two part-time Senior Office Assistant Positions into one full-time Sr. Office Assistant position to support the current needs of the Department of Administrative Services. This reorganization would allow the utilization of clerical staff more efficiently. The full-time position would be providing assistance to Public Information Office, Economic Development and Sustainability Office, and Administrative Services. With the introduction of new programs, more coordination, and enhanced outreach for critical City programs, initiatives and issues, additional clerical support will be required.

FISCAL IMPACT

If the City Council approves the aforementioned proposal, the fiscal impact would be approximately \$5,500 a year.

Recommended by: Lena Shumway, Director of Administrative Services & City Clerk
Reviewed by: Vilko Domic, Finance Director
Respectfully submitted: Edgar P. Cisneros, City Administrator
Approved as to form: Noel Tapia, City Attorney